

ACC Meeting Name: Campus Facilities Operations Committee

Date: March 24, 2011

Time: 1:30 – 3:00 pm

Chair: Ben Ferrell

Location: HBC 201

Attendees: Anthony Owens, Ashton Ebenhoeh, Becky Cole, Bill Mullane, David Tucker, Dean Johnson, Frank Taylor, Gary Rodge, Juanita Mendez, Judy Van Cleve, Linda Haywood, Marilyn Lee Taylor, Roberta Weston, Shari Rodriguez, Terry Bazan,

Adjunct Faculty Present: None

Student Government Association Present: Ashton Ebenhoeh

Also attending: Phyllis Kalz, Business Services; Jamie Hand and Susan Brock, Facilities

Minutes: No minutes.

Discussion:

Decision/Actions:

Follow-Up Items:

**Person Responsible
Deadline**

Committee Reports / Action Items

Report: Prioritizing of Facilities Improvement Budget /
Budget Cuts

Presenter: Ben Ferrell

Discussion: The State is cutting our community college (original) budget. Our FY11 Budget Planning and Directives indicated that if this cut were to happen the following plan would be implemented. The reduction in budget came in December (\$1 Mil) and we implemented a cut in Facilities Improvement Budget and Tech Plan. Administration has asked Becky Cole, Dean Johnson, Bill Mullane review the Facilities Improvement Budget and identify those critical projects that can be delayed until August 2011.

To date, frozen projects have been identified; the list will be kept in Facilities for future reference when work can begin again. Any questions on status of projects or requested work orders should be sent to Bill Mullane, Becky Cole and Dean Johnson for clarification. Emergencies need to be brought forward as soon as identified.

We are asking the Board of Trustees for a substantial tuition increase so in FY12-13 the college can maintain normalcy with anticipated State reductions.

Agenda Items

Agenda Item: Lactation/Medical Privacy Rooms
District-wide

Presenter: Becky Cole, Dean Johnson,
Bill Mullane

Discussion: Becky Cole began with the importance of consistency throughout the campuses on district-wide approach to providing lactation/medical privacy rooms at each campus. Locks were discussed. Restricted core key with room access only by individual requesting key, should be used as recommended by EHS and Facilities and Construction. Understanding and approval of this suggestion was accepted by committee members. Room requirements can be found in the federal regulation. These are minimal. Some items of discussion are private space with chair, impervious cover on chair, table, electrical supply, sufficient lighting, 5' turnaround with table.

Comments: Phyllis will email link of federal regulation for review by campus managers. Campus Managers need to locate a space and email that space to Facilities & Construction. F&O will then review the space and proceed.

Agenda Item: Designated Smoking Areas
District-wide

Presenter: Becky Cole / Bill Mullane

Discussion: Becky Cole chaired a shared governance committee to review campus layout and finalize a recommendation to Facilities and Construction for placement and costs of constructing designated smoking areas. (The cost came in at \$750,000.) Minimal requirements are: ADA accessibility, flat surface, signage, accessible route, accessible urns and metal table. At this time, with the budget restrictions, other options for lowering costs need be reviewed.

Comments: This project is on hold.

Agenda Item: Furniture Pre-approval Discussion

Presenter: Bill Mullane and
Susan Brock, Jamie Hand

Discussion: Susan Brock and Jamie Hand joined Bill Mullane in a discussion on the new furniture pre-approved list. Bill Mullane requested a listing of common items the college buys for departments. Susan and Jamie were requested to research the state bid list to find the best pricing and ease of delivery. The list was made available to committee members.

Comments: If the department has money in their budget, the department can go directly to Purchasing and make the purchase. Chalk boards: Frank Taylor discussed the problem with resurfacing

chalk boards or the purchase of new boards. Tony Owens, Director Procurement and Management, will look into the options.

Marilyn Lee-Taylor brought up the point that the college does not have a replacement plan in place for classroom furniture.

Other

Next Meeting: April 28, 2011

Location: HBC, Rm 201

Time: 2:30 – 3:30 PM